

Get Started Here

Microsoft Project is a popular application for project management.

One-on-One Personal Computer Training provides a comprehensive introduction to Project 2007 and will enable you to become productive with the product.

Learning Outcomes

This course is designed for people who are new to project management software. It covers the essential features people need in day-to-day use of Project.

At the end of the course, the student will be able to:

- ☞ Start Project and leave it
- ☞ Create, edit, format and print a project
- ☞ Open, save and close project files
- ☞ Take advantage of features such as in-cell editing, entry bar, view bar, undo, help and the Planning Wizard
- ☞ Work with sub-tasks, outlines, views, tables and reports
- ☞ Assign Resources and Costs
- ☞ Specify the type of task, constraints and dependencies
- ☞ Apply filters and sort data
- ☞ Specify working time calendars
- ☞ Identify the critical path, shorten the schedule and resolve over-allocation of resources
- ☞ Set a Baseline, enter actual data and track the progress of the project.

Structure

The course is organised in a series of lessons, each of which addresses a particular functional area of the product. Basic concepts are introduced first. Later materials build on these basics until the student has a sound grasp of the principles involved.

Each lesson starts with a list of learning outcomes for the lesson. Subject matter in the lesson is interspersed with practical exercises to illustrate the material covered. At the end of each lesson there is a:

- ☞ Summary of the lesson, including a list of the skills learned and important terms
- ☞ Questionnaire to test the student's understanding of the lesson
- ☞ Case study for revision or for fast students.

The manual includes a table of contents, an index, a glossary of important terms, tips and review exercises.

Contents

1. Microsoft Project Basics

1. Overview Of Microsoft Project
2. Starting Microsoft Project
3. The Microsoft Project Screen
4. Working With Views
5. Working With Combination Views
6. Working With Tables
7. Working With The Gantt Chart View
8. Understanding Microsoft Project Menus
9. Understanding Toolbars
10. Working With Existing Project Files
11. Exiting From Microsoft Project

2. Creating A New Project

1. New Project Overview
2. Understanding Your Project
3. Creating A New Project
4. Saving A New Project File
5. Changing Time Unit Options
6. Pitfalls In Changing Options
7. Understanding Working Time In Project
8. Understanding Calendars In Project
9. Modifying The Standard Calendar
10. Specifying Holidays
11. Creating A New Calendar
12. Specifying Project Summary Information
13. Specifying Project File Properties

3. Project Management

1. What Is A Project?
2. Tasks And Resources
3. The Importance Of Planning
4. Steps In Project Management
5. Project Management Tools
6. Using A Computer
7. The Advantages Of Microsoft Project
8. The Disadvantages Of Microsoft Project

4. Creating Tasks

1. Overview Of Creating Tasks
2. Reviewing A Project
3. Entering Tasks 4.
Creating Summary Tasks
5. Moving About A Sheet
6. Working With Summary Tasks

5. Task Durations

1. Task Duration Overview
2. Entering Task Durations
3. Displaying Critical Tasks
4. Checking Project Status
5. Understanding Project Slack
6. Entering Milestones

6. Creating Relationships

1. Overview Of Creating Relationships
2. Catching Up With The Case Study
3. Linking Tasks
4. Creating Relationships Using Task Entry
5. Using Task Information For Relationships
6. Creating Relationships In A Sheet View
7. Staying On Schedule Using Relationships
8. Entering Lag Time
9. Entering Lead Time

7. Resourcing A Project

1. Overview Of Resourcing
2. Creating A Resource Pool
3. Entering Materials
4. Assigning Calendars To Resources
5. Adjusting Resource Information
6. Changing The Unit Display

8. Assignment Concepts

1. Understanding Resource Assignment
2. Project's Calculation Methodologies
3. Understanding Effort
4. Creating Simple Assignments
5. Understanding Task Types
6. Working With Fixed Unit Assignments
7. Working With Fixed Duration Assignments
8. Working With Fixed Work Assignments
9. Working With The Driver Resource
10. Understanding Effort Driven Resourcing
11. Disabling Effort Driven Resourcing

9. Assigning Resources

1. Overview Of Assigning Resources
2. Assigning Resources Using Task Entry View
3. Assigning Part Time Resources
4. Contouring Resource Usage
5. Assigning Specific Work Times
6. Problem Assignments
7. Assigning Resources Through Task Information
8. Assigning Resources Through A Sheet
9. Assigning Resources That You Don't Have

10. Resource Levelling

1. Resource Levelling Overview
2. Creating Resource Chaos
3. Tracking Down Overallocations
4. Fix 1: Changing Work Effort
5. Fix 2: Assigning Overtime
6. Fix 3: Hiring Contract Labour
7. Fix 4: Switching Work Assignments
8. Fix 5: Rescheduling Tasks

11. Assigning Materials

1. Overview Of Assigning Materials
2. Assigning Fixed Material Consumption
3. Contouring Materials Usage
4. Adding More Material Resources
5. Assigning Variable Usage Materials
6. Adding To A Material Assignment
7. Checking Material Quantities

12. Costs

1. Costing Overview
2. Reviewing The Current Cost Status
3. Variable Resource Costs
4. Assigning Daily Costs For Equipment Hire
5. Assigning Fixed Costs To A Resource
6. Assigning Fixed Costs To A Task
7. Assigning Material Costs
8. Using Multiple Cost Tables
9. Changing Resources Rates During A Project
10. Viewing Project Costs

13. Constraints & Deadlines

1. Overview Of Constraints & Deadlines
2. Reviewing Our Project
3. Adding A Constraint
4. Using Elapsed Time To Resolve Conflicts
5. Creating A Deadline

14. Project Monitoring

1. Overview Of Project Monitoring
2. Creating A Baseline
3. Getting Microsoft Project To Update Progress
4. Manually Updating Task Progress
5. Entering Delayed Tasks
6. Tracking Actuals On A Gantt Chart
7. Using The Tracking Box
8. Viewing Task Slippage
9. Project Monitoring Quick Reference

15. Printing

1. Overview Of Printing
2. Printing A Gantt Chart
3. Printing Sheet Views
4. Printing Jobs Lists
5. Printing Resources Lists
6. Printing Quick Reference.

Prerequisites

Students should already be familiar with PCs and Windows but no project management experience is necessary.

Enquiries

Telephone - 07 4728 5582

Fax - 07 4728 5905

Email – info@nqtraining.com

Web Address - <http://www.NQTraining.com>

